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| **Category** | **Excellent (4)** | **Satisfactory (2-3)** | **Needs Improvement (1)** | **Incomplete (0)** |
| **Speaking** | * Speaks clearly and with purpose * Makes connections to readings and the comments of others * Is an active participant in the discussion * Expands on earlier aspects of the discussion without prompting | * Answers questions * Speaks clearly * Can expand on the ideas of others or earlier aspects of the discussion with prompting | * Does not voluntarily participate * Cannot (or does not) expand on ideas with or without prompting * Has difficult expressing ideas | * Does not participate in discussion * Cannot (or does not) expand on ideas with or without prompting |
| **Listening** | * Listens attentively and carefully to classmates responses and queries and uses that to inform later work or discussion * Body language shows focus, respect, and engagement | * Body language shows focus and respect to classmates * Listens to class mates and sometimes makes connections to in-class activities or later discussion * May occasionally repeat a classmate’s point | * Inattentive * Often repeats classmate’s responses or queries * Asks for instructions to be repeated | * Disrespectful to classmates * Unfocused * Confused about subject matter * Needs instructions and concepts to be repeated on a regular basis |